

14-58

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE
FOR THE
OFFICE OF
DEPUTY DIRECTOR / SUPPORT



*Superseded by
#14-71, Aug 71*

Records Disposition Authority

Records Control Schedule 14-58 for the Office of the Deputy Director/Support is approved and authority hereby given to implement the disposition instructions contained therein.

Preparation and Review:

[Redacted Signature Box]

Records Management Analyst

[Redacted Signature Box]

Chief, Records Disposition Branch

6 May 1958
Date

Approved:

[Redacted Signature Box]

Chief, Records Management Staff

8 May 1958
Date

Changes in Items Numbers
Office of the DD/S

| <u>Old DD/S schedule</u> | <u>New item number</u> |
|--------------------------|------------------------|
| 1 | 1 |
| 2 | 2 |
| 3 | 3 |
| 4 | 4 |
| 5 | 5 |
| 6 deleted | 6 new item |
| 7 | 7 |
| | 8 new item |
| 8 | 9f |
| 9 | 9 |
| | 10 new item |
| | 11 new item |

Management Staff Schedule 30-56 - Regulations Control Staff transferred to the Office of the DD/Support. That portion of the schedule deleted and added to the DD/S schedule 14-58.

| <u>Mgmt Staff schedule</u> <u>item number</u> | <u>DD/S schedule</u> <u>item number</u> | |
|--|--|--------------|
| 52 | 12b | |
| 53 deleted | | |
| | 13 new item | |
| 54 | 14 | |
| 55 deleted | | |
| 56 | 17 | 13 new items |
| 57 | 15 | 16 " |
| 58 | 19 | 21 " |
| 59 | 18 | 23 " |
| 60 | 22 | 24 " |
| 61 | 20 | 25 " |

March 26, 1958

25X

OFFICE of the DD/S

| | Permanent | Temporary | Total Records |
|------------------|------------|-------------|---------------------------|
| DD/S office | 7.3 | 15.9 | 13.2 |
| DD/S Regulations | <u>8.2</u> | <u>25.5</u> | <u>33.7</u> |
| | 15.5 | 41.4 | 56.9 cu.ft. of records |

Equipment Inventory

| Office of the DD/S | per unit | Total |
|--------------------|----------|---------------|
| 10 - 4 dr safes | \$428.00 | \$4280.00 |
| 1 - 2 dr safe | 335.00 | 335.00 |
| DD/S Regulations | | |
| 7 - 4 dr safes | 428.00 | 2996.00 |
| 1 - 2 dr safe | 335.00 | 335.00 |
| 3 Kardex safes | 441.00 | 1323.00 |
| 3 Tub safes | 295.00 | 885.00 |
| 1 5 dr card safe | 488.00 | <u>488.00</u> |
| | | \$10,642.00 |

RD May 6, 1958

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0

RECORDS DISPOSITION AUTHORITY

Records Control Schedule (No. 14.01)
for the Office of Special Planning
Assistant to the DD/S is approved and
authority hereby given to implement the
disposition instructions contained therein.

Review:

X1

[Redacted Signature Box]

12 March 1959
Date

X1

[Redacted Signature Box]

Chief, Records Disposition Branch

12 March 1959
Date

Approved:

[Redacted Signature Box]

13 March 1959
Date

25X

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0

SECRET

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP76-00487A000100160024-0

SECRET

SCHEDULE NO.

7A000100160024-0

25

OFFICE, DIVISION, BRANCH

Deputy Director (Support)

DDS D

SIGNATURE

TITLE

Admin. Officer
8-11-58

6 May 1958

| ITEM NO. | FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES) | VOLUME (CUBIC FT.) | DISPOSITION INSTRUCTIONS |
|----------|---|-----------------------|--|
| 1 | <p>DEPUTY DIRECTOR'S SUBJECT FILE</p> <p>Consists of correspondence, memoranda, studies and related material which document the policies, planning and coordination of the support activities of the Agency. The file also contains extra copies of correspondence and documents that were referred for signature or concurrence of the DDS. Official file copies for these are returned to the originating components or to the offices having primary responsibility for action. Operating offices maintain more complete files which include the background material, coordination and subsequent actions that are not reflected by the copies maintained in the central file for the DDS. The operating components have been designated as offices of record by records control schedules which were approved for each area office where the files are scheduled for permanent retention. Extra copies are maintained in the central file for reference purposes of the DDS staff. Filed by subject according to the Agency File Manual. (1957-58)</p> <p>a. Substantive Documentary Material which reflects the direction and responsibility of the DDS. These files will be retained as the official record copies for the DDS Staff.</p> | <p>7.0</p> <p>(2)</p> | <p>Permanent. Disposal not authorized. Cut off file at the end of each calendar year; retain in current files area for one year then transfer to the Records Center.</p> |

Approved For Release 2005/11/21 : CIA-RDP76-00487A000100160024-0

SECRET

| ITEM NO. | FILES IDENTIFICATION | DISPOSITION INSTRUCTIONS |
|----------|--|--|
| | <p>Approved For Release 2005/11/21 : CIA-RDP79-00487A000100160024-0</p> <p>b. Extra copies of that material which duplicates the official file copies returned to the operating components.</p> | <p>(5) Temporary. Destroy after one year. Cut off file at the end of each calendar year; retain for one year and destroy.</p> |
| 2 | <p>TOP SECRET FILE</p> <p>Consists of correspondence, reports and other papers maintained in a separate file because of Top Secret security classification. Filed by document number.</p> <p>(1953-58)</p> | <p>1.2 Dispose of in accordance with disposition instructions for the papers to which the documents relate.</p> |
| 3 | <p>CHRONO FILE</p> <p>Consists of extra copies of all communications originated by members of the DD/S Staff. Maintained for reference purposes. Filed chronologically.</p> | <p>2.0 <i>Permanent. Disposal not authorized</i> Temporary. Destroy after two years. (Cut off at end of each year; destroy two years thereafter.) <i>transfer to the Records Center after 2 years.</i> <i>RD</i> 7-19-60.</p> |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0

| ITEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|----------|--|--------|--|
| | <p>b. Extra copies of that material which duplicates the official file copies returned to the operating components</p> | (5) | Temporary. Destroy after one year. Cut off file at the end of each calendar year; retain for one year and destroy. |
| 2 | <p>TOP SECRET FILE</p> <p>Consists of correspondence, reports and other papers maintained in a separate file because of Top Secret security classification. Filed by document number.</p> <p>(1953-58)</p> | 1.2 | Dispose of in accordance with disposition instructions for the papers to which the documents relate. |
| 3 | <p>CHRONO FILE</p> <p>Consists of extra copies of all communications originated by members of the DDS Staff. Maintained for reference purposes. Filed chronologically.</p> <p>a. Chrono files dated through 1967.</p> <p>b. Chrono files dated subsequent to 1967.</p> | 2.0 | <p>a. Permanent. Disposal not authorized. Transfer to the Records Center after 2 years.</p> <p>a. Permanent. Disposal not authorized.</p> <p>b. Temporary. Destroy after two (2) years. (Cut off at end of each year. Destroy two years thereafter.)</p> |
| | <p>APPROVED</p> <p>CIA Records Administration Officer</p> <p><i>30 Sept 1967</i> Date</p> | | |

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0

| ITEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|----------|---|----------------------|---|
| | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0 | | |
| 4 | <p>PROJECT FILES</p> <p>Consists of correspondence, memoranda, reports, approvals, and various data relating to programs, projects and plans which require consideration by the Project Review Committee. Projects up to \$25,000 require approval by the DDS; those over that amount are referred to the Project Review Committee for approval. These files constitute information copies for the DD/S Area. Record copies are maintained by the P.R.C. (1953-58)</p> <p>a. Projects filed alphabetically by name.</p> <p>b. Those not identified with a Specific project are filed chronologically by date.</p> | <p>3.2</p> <p>.2</p> | <p>Temporary. Destroy after 1 year. Place in inactive file when DD/S action completed. Retain for one year and destroy.</p> <p><i>Those requiring no DDS action to be destroyed immediately after being circulated for information purposes.</i></p> <p><i>RD 2/21/61</i></p> <p><i>per [] 0/DD25</i></p> <p><i>phone call</i></p> |
| 5 | <p>AGENCY ISSUANCES FILE</p> <p>a. Consists of copies of Regulations, Notices and other published issuances of the Agency. File is maintained for reference purposes for the Deputy Director and his assistants. (Current)</p> <p>b. Copies of Statutes, Public Laws and Executive Orders relating to Agency activities which are of specific interest to this Staff. Maintained for reference purposes.</p> | <p>1.2</p> <p>.3</p> | <p>Temporary. Destroy when superseded or obsolete.</p> <p>Temporary. Destroy when obsolete or no longer needed for reference purposes.</p> |

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0

| ITEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|--|--|--------|--|
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0 | | | |
| 6 | DAILY READING FILE These are extra copies of outgoing correspondence which originated within the Staff the previous day and circulated among the staff members for informational purposes. | .1 | Temporary. Destroy immediately after all staff members have reviewed the file. |
| 7 | ADMINISTRATIVE SUBJECT FILES Consists of correspondence, forms and other papers which accumulate in the general administration and in conducting the daily operations of the Deputy Director's immediate office. Included are information copies of the daily diary , machine listings of T/O, copies of personnel actions Form 52, leave records, and other administrative matters. Filed by subject category. (1956-58) | .2 | Temporary. Destroy when obsolete or no longer needed. |
| 8 | CABLE FILES Extra information copies of cables which are referred for attention to the DDS and the ADDS Filed numerically. (Current) | 1.3 | Temporary. Destroy after 1 month. Maintain one month's level and destroy on a monthly basis. |
| 9 | COMMUNICATION CONTROL FILES These are various posting media which serve as logs for recording receipt, routing and final disposition for all communications received by the Office. a. Top Secret Log. Retained signed copies, one copy forwarded to T. S. Control officer. Filed chronologically. (1951-54) | .1 | Temporary. Disposal not authorized. Retain in current files area indefinitely. |
| Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0 | | | |

| ITEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|----------|---|---|---|
| | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0</p> <p>b. Top Secret Posting Record. Form 238 which supersedes a above. Document receipts are attached to the record when document leaves the area. A record is made on a TS log form and forwarded to OCR (TS Controll) on a monthly basis. Cards are filed by TS number and cross referenced by source. (1955-58)</p> <p>c. Files and Routing Slips.</p> <p>1. Record of receipt and dispatch of all other classified material. Used as a log and control system for expediting or locating documents. File also used as an index in locating official record copies of material identified in Subject File (Item 1). Filed by source. (1956-58)</p> <p>2. Files and routing slips filed numerically and a cross reference to 1 above.</p> <p>d. Form 311 used to log classified and unclassified publications which usually require no follow-up. Filed chronologically. (1957-58)</p> <p>e. Cable Log. A record of all cables received or dispatched by the office. Only cable numbers are recorded and maintained chronologically by date.</p> <p>f. Courier Mail Receipts. Copies of receipts for classified mail. Signed by couriers at time of pick up for delivery to addressees. Filed chronologically.</p> | <p>SECRET</p> <p>.1</p> <p>.6</p> <p>.2</p> <p>.1</p> <p>.1</p> <p>.2</p> <p>SECRET</p> | <p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Permanent. Disposal not authorized. Cut off at the end of each calendar year; retain in current files area for two years and transfer to Records Center for use as a locator and index file.</p> <p>Temporary. Destroy after 1 year. Cut off at the end of each calendar year and destroy one year later.</p> <p>Temporary. Destroy after one year. Cut off at the end of each calendar year; destroy one year later.</p> <p>Temporary. Destroy after 1 year.</p> <p>Temporary. Destroy after 1 year. Maintain 12 months level; destroy oldest month upon filing of latest month's receipts.</p> |
| | Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0 | | |

| ITEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|----------|--|--|--|
| 10 | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0</p> <p>ADMINISTRATION CAREER SERVICE BOARD FILES</p> <p>a. Consists of record copies of minutes of meetings, agenda, correspondence, and other career board papers which reflect decisions, policies and actions taken by the Administration Career Service Board relating to career planning, promotions, rotations and related actions. Files are maintained for the Executive Secretary of the Administration Career Service Board. Filed by subject.</p> <p>(1953-58)</p> <p>b. Individual folders maintained on personnel having SA designations. Folders contain copies of training evaluations, administrative career papers, fitness reports, biographic profiles, and memoranda referred to the Board. Used in career management and personnel administration and for ready reference. Filed by individual's name.</p> <p>c. Competitive promotional booklets or listings drawn up on a semi-annual basis by the Board for the purpose of ranking SA designees for promotions.</p> <p>(Current)</p> | <p>SECRET</p> <p>.4</p> <p>2.0</p> <p>.2</p> | <p>Permanent. Disposal not authorized. Retain in current files area until no longer needed for current reference purposes then transfer to the Records Center on an annual basis.</p> <p>Temporary. Transfer to gaining career service when employee transfers. Forward selected career material to Office of Personnel upon resignation of employee and destroy the balance.</p> <p>Temporary. Destroy when superseded or no longer needed.</p> |
| 11 | <p>TRAINING OFFICER'S FILES</p> <p>a. Consist of correspondence, training requests, copies of OTR notices and bulletins and estimates of training requirements from DDS components.</p> <p>(1955-58)</p> | 1.5 | <p>Temporary. Cut off files at the end of each calendar year; retain for one year and destroy.</p> |

SECRET

| ITEM NO. | FILES IDENTIFICATION | VOLUME | DISPOSITION INSTRUCTIONS |
|-----------------------|---|---|--|
| 12 11.1 | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0</p> <p>T/O's of SA PERSONNEL</p> <p>Machine runs of current listings of SA Personnel which are used for reference purposes.</p> | <p>SECRET</p> <p>.1</p> <p>SECRET</p> | <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100160024-0</p> <p>Temporary. Destroy when superseded.</p> |